

***-JOB POSTING NOTICE (EOE)-***

CLOSING DATE: 03/26/15 (4:30 PM)

STATE JOB TITLE: CORRECTIONAL OFFICER II			STATE JOB CLASS: JD35	
BAND: 04	SALARY RANGE	\$ 026139 - \$ 048361	SPECIAL INCENTIVE: YES	
LEVEL: D	SALARY RANGE	\$ 029408 - \$ 046527	SCEIS POSITION #:	61021327

DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE HOUSING LIEUTENANT, THE INCUMBENT SUPERVISES THE JOB PERFORMANCE AND APPEARANCE OF SECURITY PERSONNEL ASSIGNED TO THE UNIT. ASSISTS WITH PREPARATION OF EVALUATIONS, REQUEST FOR DISCIPLINARY ACTION, COUNSELING, AND TRAINING OF OFFICERS ASSIGNED TO THE UNIT. CONDUCTS BRIEFINGS FOR ALL UNIT OFFICERS. MAKES ROUTINE INSPECTIONS OF THE UNIT TO ENSURE OFFICERS ARE PROPERLY PERFORMING THEIR DUTIES, AND THAT SAFETY, SANITATION AND SECURITY STANDARDS ARE MAINTAINED. CONDUCTS INVESTIGATIONS OF ALLEGED MISCONDUCT ON PART OF INMATES AND EMPLOYEES ASSIGNED TO THE UNIT. ASSISTS IN CONDUCTING ALL FORMAL AND INFORMAL COUNTS. INFORMS HOUSING LIEUTENANT OF INCIDENTS AS THEY OCCUR. WRITES AND REVIEWS REPORTS WRITTEN BY SUBORDINATE OFFICERS FOR ACCURACY, CONTENT, ETC. PERFORMS THE DUTIES OF THE HOUSING LIEUTENANT IN HIS/HER ABSENCE. ASSUMES RESPONSIBILITY FOR THE HOUSING UNIT DURING HIS/HER TOUR OF DUTY.

COMMENTS:

SHIFT/WORK ASSIGNMENT SUBJECT TO CHANGE.